

<b>Finance and Administration Cabinet STANDARD PROCEDURE</b>	<b>PAGE: 1 OF 2</b>
<b>ISSUED BY: Office of Administrative Services, Division of Human Resources</b>	
<b>EFFECTIVE DATE: 4/20/05</b>	
<b>PROCEDURE # 2.15</b>	
<b>SUBJECT: Court Leave</b>	
<b>DISTRIBUTION CODE: A, B, C, D</b>	<b>CONTACT: Director, Division of Human Resources (502) 564-7233</b>

## **I. PURPOSE**

An employee shall be entitled to court leave during his/her scheduled working hours without loss of time or pay. This procedure identifies the steps an employee shall follow to obtain approved court leave.

## **II. PROCEDURE**

### **A. Definition**

Approved court leave is defined as:

- responding to a subpoena;
- participation in jury duty, or
- serving as a witness, unless the employee or a member of the employee's family is a party to the proceeding; and
- necessary travel time.

### **B. Exclusions**

1. Court leave does not include:

- attendance that is required as part of an employee's assigned duties; or
- participation or serving as a witness where the employee or a family member is a party to the proceedings.

2. If an employee is relieved from duty as a juror or witness during his/her normal working hours, the employee shall:

- return to work; or
- use annual or compensatory leave.

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### **C. Notice Requirements**

An employee who is called as a juror, a witness, or who receives a subpoena shall inform his/her immediate supervisor as soon as possible to alert them of potential absences.

On the days that an employee is required be in court, the immediate supervisor shall be notified as soon as possible.

### **D. Proof of Service**

To be eligible for approved court leave, the employee shall obtain a Certificate of Service (Certificate) from the Court Clerk. A copy of the Certificate shall be given to the immediate supervisor upon return to work and the original Certificate shall be submitted to the employee's timekeeper.

## **III. FAILURE TO FOLLOW PROCEDURE.**

1. An employee failing to follow this procedure shall not receive approval for court leave, regardless of whether the employee was eligible for approved court leave.
2. An employee who abuses this procedure, or attempts to or obtains approved court leave and is proved to have violated any provision of this procedure, may be subject to disciplinary action, up to and including dismissal.

## **IV. REFERENCE**

[101 KAR 2.102 Section 4](#)

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**NO STANDARD PROCEDURE MAY BE REVISED BY ADDENDUM, MEMORANDUM OR ANY OTHER MEANS OTHER THAN THOSE SET OUT IN STANDARD PROCEDURE # 1.1 ENTITLED "CREATION, REVISION AND RESCISSION OF FINANCE AND ADMINISTRATION CABINET POLICIES AND PROCEDURES."**

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#### **DISTRIBUTION CODES:**

<b>A. Senior Management</b>	<b>B. Division Directors</b>	<b>C. Branch Managers/Supervisors</b>
<b>D. Cabinet Personnel</b>	<b>E. Division Personnel</b>	<b>F. Branch Personnel</b>

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